

Utah State Parks Website



Wordpress
Training Manual


Utah State Parks Website

What You'll Need to Start

1. **Login credentials** - You should have already received an email invitation for access. The email contains a link to activate your Wordpress account. If you haven't received an email invitation contact: greg@utahinteractive.org or holliebrown@utah.gov
2. **Admin URL** - The web address where you login to the new website's Administrative Application. This is where you will be able to make changes to the pages associated with the Park you manage. There are actually two urls one for the live (production) website and one for the test website. The test site is a great place to practice changes before you make them to the real, live, production site.
Production Admin URL: <https://site.secure.utah.gov/stateparks/wp-admin/>
Test Admin URL: <https://site.demo.utah.gov/stateparks/wp-admin/>
3. **Website URL** - The web address of the website itself. Just as with the Admin, the Parks website has both a Production and a Test location.
Production URL: <https://site.secure.utah.gov/stateparks/>
Test Admin URL: <https://site.demo.utah.gov/stateparks/>
4. **Questions** - If you have questions about anything, contact: greg@utahinteractive.org or holliebrown@utah.gov

What You'll Need to Know: Login

Admin Login - In order to access the Admin to update your website pages you will need to login. Logging in is accomplished by providing your username and password. If you have forgotten either of these pieces of information, you can recover/reset them by clicking the "Lost your password" which will walk you through the recovery process.

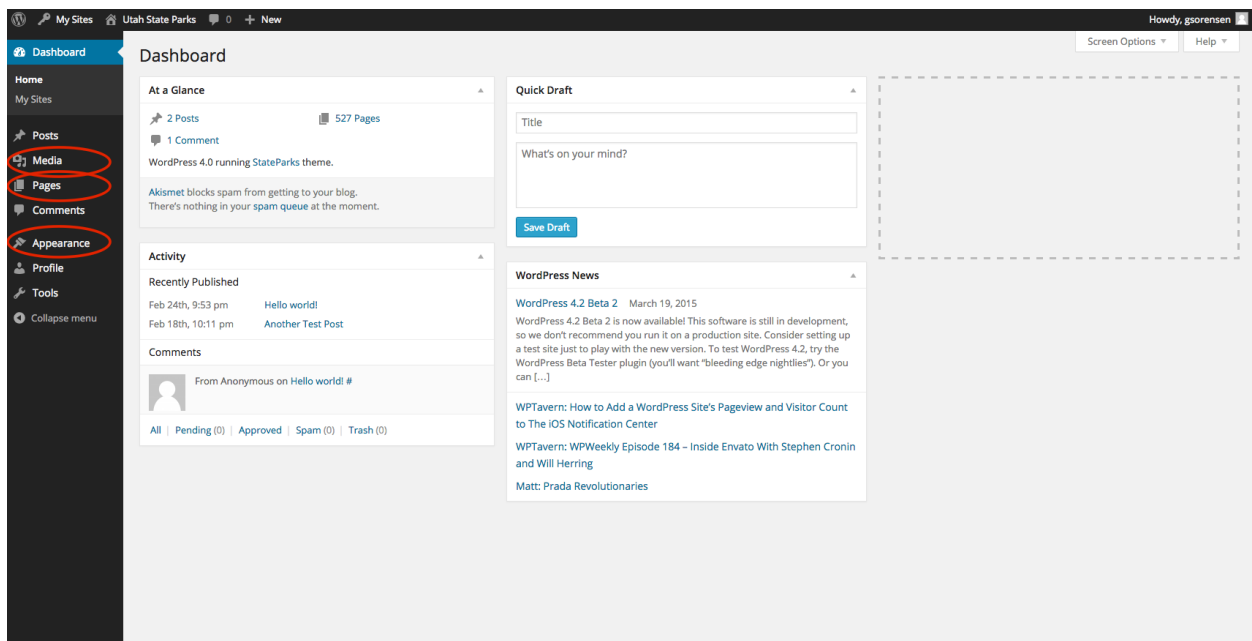


The image shows a login form for the Utah.gov website. At the top is the Utah.gov logo, which consists of the word "utah" in blue and "gov" in brown, with a yellow circle representing the letter "o" in "utah". Below the logo is a white rectangular box containing the login fields. Inside this box, there is a "Username" label above a text input field, a "Password" label above another text input field, a checkbox labeled "Remember Me", and a blue "Log In" button. Below the white box, there is a link that says "Lost your password?" and a link that says "← Back to Utah State Parks".

What You'll Need to Know: Dashboard

Dashboard - Once logged in, you will be taken to your Dashboard. There are a number of items in the vertical menu located on the left hand side. For the updates you will be making, you only need to concern yourself with three of them.

They are Media, Pages, and Appearance and are circled in the image below.



What You'll Need to Know: Media

Media - This option allows you to view the Media Library associated with the State Parks website. The word "Media" in Wordpress means a file (Document, Image, Audio, Video, etc) that was created outside the confines of the State Parks Website, and has been uploaded into Wordpress with the intent of making it available for visitors to see on the website.

You will probably notice that there are already a number of files listed in the Media Library. These are the files from the previous Parks Website. We've moved them over to the new Website for you.

Uploading a file into the Media Library:

1. Click the "Add New" button.
2. Drag and drop the file into the designated area OR click "Select Files" and locate the desired file that way.
3. An image will appear that contains a progress bar that shows the active download state of the file. Once the upload is complete, you will see the file as the most recent file in the Media Library.

Editing an uploaded file in the Media Library:

1. Locate the file within the Media Library by browsing or performing a keyword search.
2. Clicking on the file image or title will take you to the "Edit Media" page for that file.
3. On the Edit Media page, there will be a variety of editing options available for you to use.

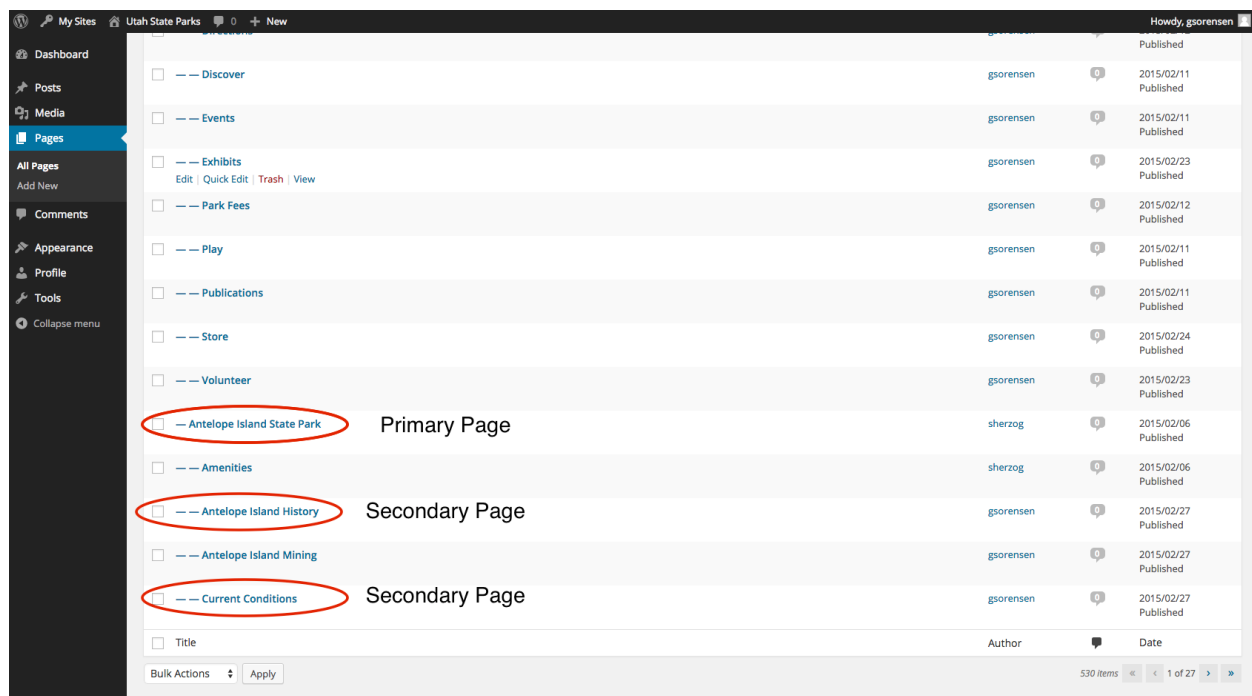
What You'll Need to Know: Edit Pages

Pages - This option allows you to view all of the pages associated with the State Parks website. The word "Pages" in Wordpress means exactly what it implies. It is a page in the State Parks Website containing information that will be seen by visitors.

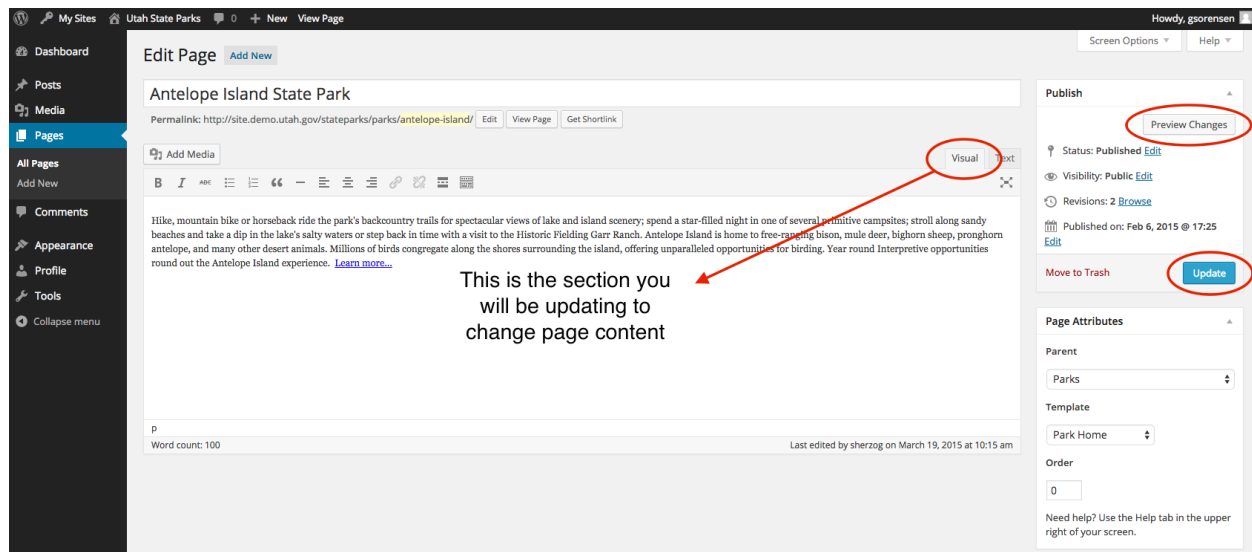
As was the case with the Media Library, you will notice that there are already a number of pages already created. These are the pages that comprise the Parks Website.

Editing an already existing page:

1. Locate the page within the by browsing or performing a keyword search. Wordpress denotes page hierarchy using hyphens (–). In the context of the State Parks website, one hyphen (–) before the page name represents a primary landing page such as a Park's home page. Two hyphens (– –) represents a secondary page that is tied to a primary page. See the following image.



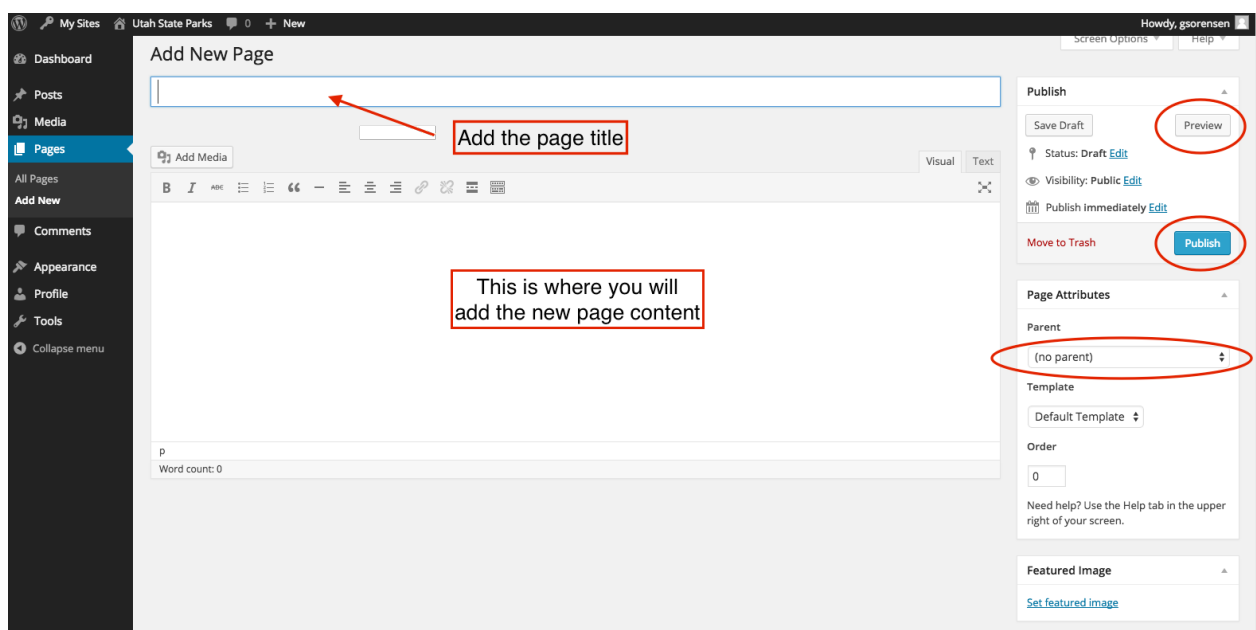
2. Clicking on the page title will take you to the “Edit Page” which will show the content already associated with that page.
3. On the Edit page, there will be two editing views available for you to use. They are Visual and Text. We recommend that you use the Visual editor because it is the easiest of the two to use. See the image below as a reference.
4. Once you have made the necessary adjustments to the page content, we recommend you click the “Preview Changes” button. This feature will allow you to see what the page will look like to visitors before you actually submit your changes. See the image below as a reference.
5. When you have reviewed your updates and are ready to make them public, click the “Update” button and your changes will be live!



What You'll Need to Know: New Pages

Adding a New Page:

1. Click the "Add New" button.
2. Enter the page title
3. Enter the page content in the large section under the title field. There are two editing views available for you to use. They are Visual and Text. We recommend that you use the Visual editor because it is the easiest of the two to use.
4. Set the "Page Attributes". You will first need to indicate which page your newly created page will be tied to. This is done by selecting the page from the "Parent" select menu. You will want to select the page that is your Park home page. They are listed in alphabetical order. (Note: You do not need to change the "Template" as the "Default Template" will be the template used for new Park secondary pages.)
5. Once you have added the page content, we recommend you click the "Preview Changes" button. This feature will allow you to see what the page will look like to visitors before you actually submit your changes. See the image below as a reference.
6. When you have reviewed your new page and are ready to make it available to the public, click the "Update" button and your changes will be live!



What You'll Need to Know: Adding Content

Text - Most of the content you will be adding will be text. Wordpress provides a few formatting tools to help you style your text. The styling options are available just above the content area.

Hyper Links - Turning text into a typer link is straightforward:

1. Highlight the text you want to link by clicking and dragging your mouse.
2. Click the Insert/Edit Link icon (It looks like a chain)
3. In the box that appears, fill out the requested, "destination URL" and "title"
4. Click "Add Link"

Insert Media - To add media files (Images and Documents) from the media library you:

1. Click "Add Media"
2. Select the file you want to insert into the page
3. Be sure to fill out the "Attachment Details" associated with the file (Title, Caption, and Alt Text)
4. Click, "Insert into page"

Embed Video - Embedding video means inserting a video so that visitors can watch the video from your webpage. Both Youtube and Vimeo video services can be easily embedded into your webpage(s).

1. Copy the URL of the video (from either YouTube or Vimeo) and paste is directly into the content area. That's it! The urls you copy and paste should look something like this:
<https://www.youtube.com/watch?v=PqX8V0fiDeQ> or <https://vimeo.com/94998047>

Americans with Disabilities Act (ADA) Compliance - When adding content into your parks pages, it is important that the pages can be read by special software built to aid visitors with disabilities. To help in that effort it is important that when inserting files (from the media library) or links into your page(s) the "Title" and "Alt Text" is always filled out. This will ensure that all of the State Parks website visitors can enjoy and understand the website.

What You'll Need to Know: Special Instructions for Parks Pages

Background Images - The current images for each park have been hand selected. In the future, if you have high quality images that you would like featured on your Park website, please contact Hollie Brown or Greg Sorensen.

Current Conditions - The current weather conditions for your Park no longer need to be manually managed. We have integrated each Parks conditions with the National Weather Service to get realtime weather conditions in your area.

Additional Current Conditions - If there are additional Park conditions you want to maintain, you can do that on the Current Conditions page.

Hours and Info - This section can be edited by locating the specific widget for your park in the "Appearance" section of the Wordpress Admin. It is not updated via a "Page".

Connect (Social Media) - As was the case for "Hours and Info", this section can be edited by locating the specific widget for your park in the "Appearance" section of the Wordpress Admin. It is not updated via a "Page".

Play Page - Please do not edit. The content for this page is driven by a GIS map. If there is something that should be listed that is not, please contact Hollie Brown to get it included on the map

Events Page - The content for this page will soon come from a 3rd party. Until then, you will be able to list your upcoming events by editing the "Events" page for your Park.

Amenities Page - Please do not edit. The content for this page is automatically generated by working with the GIS map on the "Play" page. If an amenity is missing from this page, please contact Hollie Brown or Greg Sorensen

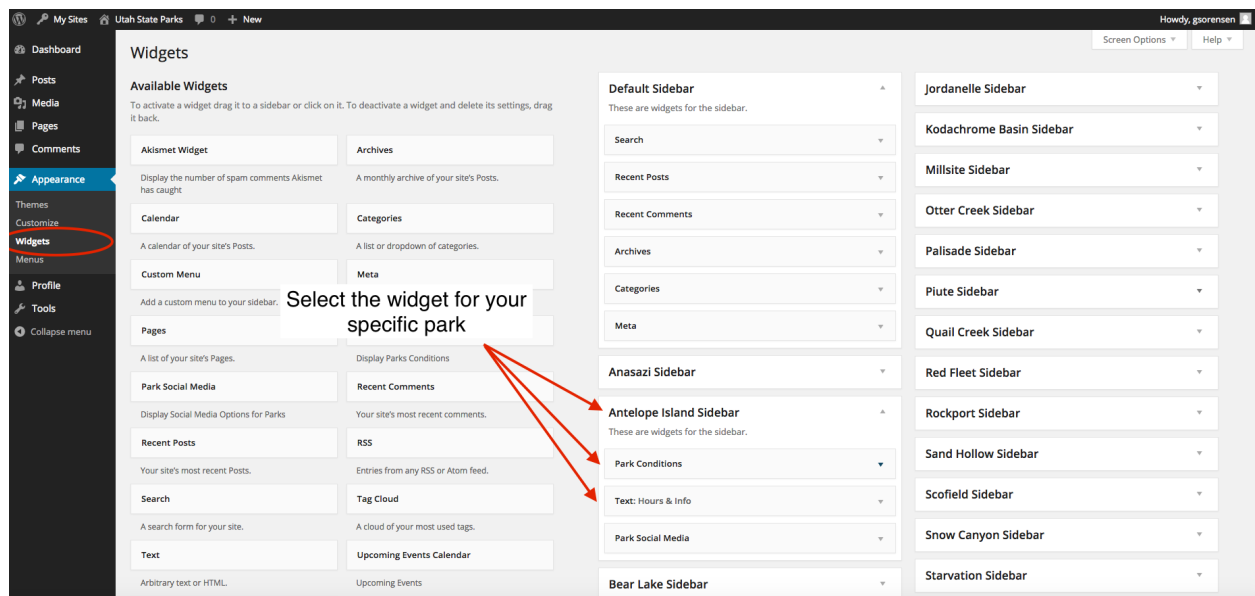
What You'll Need to Know: Widgets

Widgets are a way for Utah Interactive to customize the State Parks website using Wordpress. There are a couple content elements on the individual Parks pages that use widgets. They are elements in the right hand column present on each Parks secondary page. These elements are as follows:

1. Current Conditions
2. Hours and Info
3. Connect (Social Media)

To edit these sections rather than editing a page, you would proceed to:

1. From the Wordpress Admin, goto "Appearance"
2. Click on "Widgets"
3. Locate the specific widget for your park and click on it to show the widget options available
4. Click on the specific element you are interested in changing, make the update and click "Save" when finished.



What You'll Need to Know: Menus

Menu - Each individual Park has it's own unique menu that runs horizontally. The menu is comprised of existing secondary pages. In the future you may need to add a new page to the existing menu. To do that you will need to:

1. From the Wordpress Admin, goto "Appearance" in the right hand navigation bar.
2. Click on "Menus"
3. At the top of the Menus page, select your specific menu for your Park and click "select"
4. The menu for your park will load in the "Menu Structure" section below.
5. Search for the page in the "Pages" section on the left, once the page is found, click "Add to Menu"
6. Now that the new page has been added to the "Menu Structure" section, you can drag and drop the page under the parent page where it belongs
7. Click "Save Menu" when finished to save the changes made to your menu.

